

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[School/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an excuse for my absence on [specific date(s)] due to a religious observance.

[Briefly explain the significance of the observance, if necessary, and any relevant details about your absence.]

I appreciate your understanding and support regarding my religious practices. Please let me know if you need any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]